

STATE OF WISCONSIN
DEPARTMENT OF HEALTH AND FAMILY SERVICES
DIVISION OF MANAGEMENT AND TECHNOLOGY
BUREAU OF FISCAL SERVICES

ACCOUNTING PROCEDURE

TOPIC: Section 7 - Payroll 1.0	EFFECTIVE DATE: 3/29/85
TITLE: Lost Payroll Checks for an Entire Unit of DHFS	REVISION DATE: 01/16/01
AUTHORIZED BY: Donald N. Warnke, Director	PAGE 1 OF 3

BACKGROUND

Occasionally, the payroll checks for an entire DHFS unit are not received according to schedule. Usually, the checks are mis-routed in the U.S. mail system and do show up before the employees are to receive their checks. However, there may be an occasion when the checks are not received in time for distribution on payday. To ensure employees receive their payroll check, the following procedures are established.

PROCEDURES

1. If checks are not received at the usual time, the following BFS employees should be contacted immediately in this order:

Donna Davidson (608)266-7925
Amy Korpady (608)266-2708
Cheryl Thompson (608)266-2019

BFS can help you locate your checks or reissue checks if necessary. BPER Payroll staff should also be contacted when checks have not been received at the usual time. The BPER contact is Abbey Vogel at (608)267-9067.

2. BFS will:
 - Review the payroll check register to determine which checks are lost, making note of the beginning and ending check numbers, payees and dollar amounts.
 - Review the wage action report to verify if any of the checks lost are listed on the report.
 - Confirm with BPER if any trailer checks were lost.
 - Total the net amount of all the lost checks with and without wage actions.
 - Make three copies of the original warrant register for: BFS records; the State Treasurer's Office; and the WiSMART documentation.

3. BFS-Accounting will contact the DOA Production Unit, 266-5020, by 10:00 a.m. on the Wednesday of payday with the following information: the check numbers, the payees and net amount of the first and last check in the lost group, the number of checks lost, and the total of all lost checks with and without wage actions. DOA may want WiSMART P1 documents done or a manual warrant based on number of checks needed.

BFS will prepare and approve the required WiSMART documents requested by DOA. The document numbering will be the fiscal year followed by "Lost," the secondary level and the pay period, (Example "0Lost216004"). The coding is Fund 100, Agency 435, Org 8200, Appropriation 998B, Activity 8000 and Balance Sheet 5190; amount is equal to the Total Net of all checks if doing an MW. If processing WiSMART P1 documents, each net check is done separately.

BFS will hand-carry the printscreens of the approved WiSMART documents and warrant list to DOA State Operations unit on the 5th floor of the Administration Building, 101 E. Wilson.

4. DOA State Operations Bureau will prepare and schedule the rush print request to the Thornton Avenue print center. DOA will coordinate with Thornton Avenue for carrier pickup of checks and delivery to the State Treasury for signature.
5. The State Treasurer's Office will sign the checks and call the Cashier (Donna Davidson) when they are available for pickup.
6. The Cashier will make arrangements to pick up the checks at the Treasurer's Office as soon as possible. The Cashier will sign for the checks at the Treasurer's Office and receive the checks and a new warrant register to be kept with the original warrant.
7. The Cashier will then notify BPER that the checks are available for pickup from the Cashier's Office.
8. BPER Payroll will arrange the delivery of the replacement checks and notify BFS-IAA. (Every effort will be made to get the checks to their destination by the day after payday at the latest.)
9. If the lost checks are located before the replacement checks are given to the payees, the replacement checks will be immediately returned to BFS with the outside envelope from the original checks.

BFS will notify the Treasurer's Office and prepare a WiSMART CR deposit using the document number and coding used in Step 4 (Example CR 435 CK0LOST216004).

If the original checks are found after the replacement checks have been given to the payees, the original checks will be immediately returned to BFS with the outside envelope.

10. BFS will notify the Treasurer's Office when the original checks have been returned and inquire how they want to proceed. If stop payments have been done, the Treasurer may want the checks voided and returned to the Treasurer's Office.

If the stop payments have not been done, the Treasurer's Office will want a WiSMART CR document done with the coding used in Step 4.

11. The WiSMART transactions are labeled "WiSMART PPXX", XX being the pay period the checks were lost and sent to the fileroom to be kept with the other WiSMART transactions for that payroll.

CONTACT PERSON

Amy Korpady, Chief
Institution and Administrative Accounting Section
(608) 266-2708